Region 6 Site-Specific Data Management Plan			
Site Name:	South 4 Group Fire – Emergency Response	TDD Number/Site ID	TBD
Author:	Corey Bercher (START)	Company:	Weston Solutions, Inc.
Date Initiated:	2 December 2019	Last Updated:	2 December 2019

This Site-Specific Data Management Plan (SSDMP) is intended to provide guidance for data collection and subsequent data management activities associated with this response. The data collection and management practices identified in this plan are designed to ensure data integrity and consistency throughout the response. The SSDMP should be used in conjunction with the Region 6 Regional Data Management Plan. The SSDMP is not intended to be all encompassing regarding data management. Additionally, this document is intended to be updated as data management practices change; therefore, revisions of this plan are expected during a project. It should be noted that this SSDMP documents data and information processes that occur as a result of response operations, as well as those that occur within the Incident Management Team (IMT). Those processes are identified as Operations Activity and South 4 Group Fire Activity.

INCIDENT OBJECTIVES:

1. Implement and monitor procedures to ensure the safety of community members and response personnel.

2. Conduct community air monitoring to assess levels of all the constituents of concern.

3. Collect water samples to assess site related contaminants at potentially contaminated waterways.

4. Document activities via logbook and the collection of digital photographs.

OPERATIONS AND IMT DATA ROLES & RESPONSIBILITIES:

Role	Organization	Responsibility	Reference
Regional Emergency Operations Center (REOC) Data Support Coordinator	EPA	Provides overall strategic approach for data management, provides incident objectives, and coordinates data quality objectives, data streams, and reporting requirements for Situation Report (SITREP). Conducts executive and public briefings.	
Data Support Coordinator – Lead	EPA	Provides EPA oversight and management of Integrated Contingency Plan (ICP) data management functions, develops and updates SSDMP, develops data management tactics for new operations and tasks, and works with Incident Commander (IC) to identify priorities and reporting requirements.	
On-Site Field Team	Weston (START)	Oversees and documents removal activities, conducts mobile air monitoring, and collects surface water samples.	
Off-Site Data Manager	Weston (START)	Implements and manages air monitoring data collection, Collector application, Web Viewer, site Story Map website, and surface water sample/analytical data.	

Role	Organization	Responsibility	Reference
START GIS Development	START	Develops and maintains enterprise level reporting applications, such as Web Viewer and Story Map, and Enterprise Data Collection tools and Group Management within the EPA Geoplatform.	

RESPONSE ACTIVITY:

Activity	Incident Objective	Action
South 4 Group Fire Activity		
Mobile Air Monitoring	1, 2	Field team members will record air monitoring results for particulates, Volatile Organic Compounds (VOCs), Carbon Monoxide (CO), Lower Explosive Limit (LEL), Oxygen (O_2), and Hydrogen Sulfide (H_2S), while field activities are ongoing. Progress will also be collected electronically via Collector application. Off-site data manager will present this electronic data via Web Viewer and site Story Map.
Surface Water Sampling	1, 3	Field team members will collect surface water samples from predesignated locations. Samples will be analyzed for VOCs, Semi-Volatile Organic Compounds (SVOCs), Total Petroleum Hydrocarbons (TPH), Glycols, Oil and Grease, and Total Organic Carbon (TOC). Sample and analytical data will be stored in site SCRIBE database.
Photograph Documentation	4	Field team members will photograph site activities as documentation. Photographs will be stored in Response Manager database.

DATA PROCESSING:

Data Stream	Processing Frequency	Description	Processing Responsibility	Storage Location
Operations Activity				
Response Activity: South 4 Group Fire				
Roving Air Monitoring	During Air Monitoring	Field team members will capture air monitoring information using Collector application.	START Field Team	Collector/ SDE database
ASPECT Reporting	Daily	Zones where EPA teams are working each day	ASPECT – CMAD	KML > Geodatabase
Water Sampling Operational	Daily	Operational Sample Information about Water Sampling Activities	START Data Manager	SCRIBE.net
Water Sampling Analytical	Daily	Analytical Sample Information about Water Sampling Activities	START Data Manager	SCRIBE.net
Response Manager	Continuous	Site photographs will be stored in Response Manager database.	Field Team Members	Response Manager database
South 4 Group Fire Activity				

Data Stream	Processing Frequency	Description	Processing Responsibility	Storage Location
GIS Requests				
Request for GIS products, maps, etc.	As needed	Request for GIS mapping products	REOC	GIS file, .doc, PDF, .xlsx

DATA ANALYSIS:

Collector Legend	Operations (Internal) Status	Public (External) Status	Logic
	No Exceedance	No Exceedance	Air Monitoring Measurements do not exceed site screening levels.
	Exceedance	Exceedance	Air Monitoring Measurements exceed site screening levels.

QUALITY CONTROL / DATA VERIFICATION CHECKS:

Name	Objective	Frequency	Action
Collector Air Monitoring data Quality Control (QC)	Air Monitoring data in Collector will be reviewed by site personnel at end of shifts and by air monitoring leads as time permits.	Daily / As Possible	Manual review of Collector data

DATA REPORTING:

Products	Reporting Period	Time Retrieved	Source	Dissemination Method	Responsibility	Deliverables Format
Photograph Report	With Final Report	TBD	Response Manager	With Final Report	Field Team Members	TeamLink / Final Report CD
Air Monitoring and ASPECT Reporting Map and Table	Once a Day	6 a.m.	Spacial Database Engine (SDE) and ASPECT GIS files	Email to Ops, REOC	START Data	PDF and .xls

SCRIBE Analytical Data Table and Data Packages	As Data Arrives	Variable	SCRIBE Project 3722	Email to Ops		START Data	PDF and .xls

DATA VIEWING:

VIPER DEPLOYMENT

Deploy ID	Name	Description
N/A	N/A	N/A

SCRIBE:

Project ID	Name	Description
3908	TPC Fire	Database containing sample / analytical data

AGOL Field Operations Groups:

Group	Administration	Purpose
R6 - TPC Fire	David Cook	Field Operations

Web Applications:

Product	URL	Administration	Audience
TPC Fire Viewer	[HYPERLINK "https://gis.eparm.net/r6/TPC_Fire/"]	David Cook	Field Operations
Story Map	[HYPERLINK "https://response.epa.gov/south4groupfire"]	Joshua Krochmal	Public

Document Revision Summary:

Version	Date	Description of Change	Author
1.0	2 December 2019	Original document	Corey Bercher
2.0	2 December 2019	Added content	David Cook